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63-578

OFFICE OF THE DIRECTOR

LBK:drm

Distribution: Addressees

Action Memorandum No. A-170

1 - O/DCI (Mr. Elder)
1 - DDCI; 1 - ER; 1 - ExDir

Date 21 January 1963

TO : Deputy Director/Intelligence
Deputy Director/Plans
Deputy Director/Support

SUBJECT : Visit of the President to Costa Rica 17-18-19 March
for Meeting of the Central American Presidents

REFERENCE:

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We have been advised that the President plans to attend a meeting of the Presidents of Central America, 17-19 March, in San Jose, Costa Rica. We should commence immediately our planning for this meeting in accordance with the standard operating procedures for such meetings. The CI Staff of DD/P is responsible for being the focal point of liaison with the Secret Service on security matters. OCI/DDI should prepare a run-down on each country, coordinating at the working level with the State and Defense Departments. Biographic sketches should be prepared on the Presidents, Foreign Ministers, and other individuals who will be present at the conference and of interest to the President and the Secretary of State. DD/P should prepare a covert annex for briefing the President prior to his departure for the conference. The usual procedures will be in effect for keeping the White House and the State and Defense Departments alerted during the period prior to the conference of potential political or security factors which might affect the President's attendance. Information copies of material prepared on this conference should be routed to this office for the information of the DCI, DDCI and the undersigned.

CI Staff
Liaison SS
DDI
prepare B/C

DDP direct
annex

ER MA 30 01

SS MAL

ans. by ER 63-578/1 (ddp 3-1128) dated Feb 63
(check slip dated 12 Mar 63)

SUSPENSE DATE:

Lyman B. Kirkpatrick
Executive Director

cc: Deputy Director/Research

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